Completing an Observation Report

1. Use a dry-erase marker to fill out either the sea ice or the glacier ice observation report form, or to make a permanent record on a copy of the form.

2. Note the date, time, and time zone of the observation, *e.g.,* "Alaska Standard," "Alaska Daylight Savings (summer) Time," or "Greenwich Mean Time" (GMT).

3. Note the latitude and longitude of the observation by reference to a chart or GPS positioning system. GPS systems also give accurate time of day.

4. Describe your position in words, as you would over the radio or telephone, noting the water body and nearby charted geographical features, *e.g.,* "central Cook Inlet, 3 nautical miles east of Middle Ground Shoal."

5. Describe your perspective in terms of altitude above the water, the compass direction toward which you are looking, and the most recognizable geographical features directly in view, *e.g.,* "10 meters (30 ft) above the water (bridge-level), looking west toward the center of Trading Bay."

6. Circle the choices of concentration that apply to the conditions you observe, noting the average and the range of concentrations in view.

7. <u>Sea ice</u>: Circle the stages of development you judge to be in view. Direct knowledge of recent local weather and prior nearby ice observations, as well as the appearance of the ice, may be applied to judge stage of development.

8. Use the length, or beam, of the ship or recognizable objects in view (like ships, docks, or oil platforms) to estimate the size of ice pieces observed and note the prevailing form and the range of ice forms visible.

9. <u>Glacier ice</u>: Note the form in terms of estimated maximum freeboard and waterline length. Also note the above-water shape.

10. Note any other observed features that might help mariners following you across the water body or that would help ice reporters match your observation with others.

11. Transmit your report as soon as possible to the National Weather Service, National Ice Center, or other marine service organization.